PMP Reviewers

PMP Reviewer: Supervises a PMP Supervisor. Commonly referred to as the PMP employee's 2nd –level supervisor. A PMP Reviewer may also assume the role(s) of a PMP employee, a PMP Supervisor, an Agency Director or an HR Advisor.

Online PMP Menu Options

The menu options presented to you after logging in depend on the access privileges you have been assigned in the system based on your PMP role(s).

Under the "**SUBORDINATES**" menu, PMP Reviewers have access to the same functions available to PMP Supervisors (See pages 23 - 24). In addition, PMP Reviewers have the following menu option:

- **2nd Level Review/Approval** – This function allows the PMP Reviewer to access and approve the Performance Evaluations that have been approved by a PMP Supervisor.

If a PMP Reviewer is also a PMP employee, he/she will also have access to all of the "**PERSONAL DRAFTS**" menu options listed on page 17 under the "PMP Employee" section of the manual.

All PMP users have access to the "**HELP**" menu.

Reviewing FY 2002 Performance Evaluations

1. **Login to Online PMP** through the HR Applications Gateway at
   http://dcopedm.dcop.dc.gov/gateway/

2. Select "**2nd Level Review/Approval**" under "**SUBORDINATES**" menu.

   - If there aren't any Performance Evaluations waiting for your review, the system will state, "*No Performance Evaluations need to be reviewed."*

   - If there are evaluations waiting for your review, you will see a chart that includes the employee name, last four digits of employee's social security number, supervisor name, the type of evaluation (Mid-Year or Annual), and the corresponding Fiscal Year. If there are evaluations waiting for your review:

1. **First,** click on the circle next to the employee for whom you will review the evaluation.

2. **Second,** click on "**Select Performance Evaluation**."

3. **Review Performance Evaluation(s)**

   - The employee's Performance Evaluation (as approved by the Supervisor) will be displayed on your screen. Review all comments and numeric ratings.

   - Scroll to the bottom of the evaluation.

   - *If you <u>do not approve</u> of the Performance Evaluation contents as approved by the Supervisor and want it revised*, click on "**Ask Supervisor to Revise**." You will see a text box that states, "*Are you sure you want to request that the Supervisor revise this Performance Evaluation?*" Select "**OK**" if you want to request revisions, and an email will be automatically sent to the Supervisor that created the evaluation. The system will then display a message that states "*Revision Requested.*"

     - You must give changes to the Supervisor (either orally or on hard copy; Reviewers can not revise Performance Evaluations within Online PMP system). The Supervisor is responsible for revising the evaluation in Online PMP.

   - *If you <u>do approve</u> the Performance Evaluation*, click "**OK**." An email will be sent to the Supervisor to tell him/her that it has been approved and he/she should now discuss the Performance Evaluation with the employee.

4. Upon final approval of both the Supervisor and Reviewer, the Supervisor should discuss the evaluation with the subordinate in a face-to-face meeting. The Supervisor, Reviewer and Subordinate must all sign the Performance Evaluation.

Remember, an evaluation *will not register as complete* until the Supervisor and Reviewer have BOTH approved the Performance Evaluation in Online PMP.

Creating FY 2002 Performance Evaluations for Your Subordinates

The process is the same as detailed on pages 24 - 28under "PMP Supervisors" section of the manual.

Creating FY 2003 Performance Plans for Your Subordinates

The process is the same as detailed on pages 28 - 29 under "PMP Supervisors" section of the manual.